



## Community Co-host - Memorandum of Understanding (MOU) For PeerSphere’s Exclusive Communities for Cognita Asia, 2025

This MOU is to confirm that you will be a co-host for an online community between the dates of January 13 and April 30, 2025.

### Definitions:

- **Community** – Private group consisting of two co-hosts and many members (e.g. the IB Science teachers' community)
- **Co-Host** – The people leading a community (e.g. the co-hosts of the IB Science community)
- **Member** – A person who has signed up to participate in a community (e.g. a member of the IB Science Community)
- **Live Session** – 90-minute virtual call facilitated live by co-hosts
- **Hub** – Online space hosting each community’s live sessions, asynchronous discussions, and resources.

It is expected that any community host engaged by PeerSphere will abide by PeerSphere’s Code of Conduct, which can be accessed from [this link](#). Please appreciate that members attending events coordinated by PeerSphere will participate from across Asia and further afield, will be from a variety of backgrounds and that some will not speak English as their mother tongue. We would ask that you try to avoid using examples that are specific to only one country and/or culture and exert caution when making any cultural references as these are likely to not be relevant to a large part of the audience.

Ultimately, our aim is to engage community members and respond to what they need. To this end, please:

1. Share a brief outline of each live session 7 days before the event.
2. During live sessions, uphold healthy group norms to nurture an inclusive community.
3. Share the key takeaways from each live session to help stimulate further sharing.

Without an engaged host, our communities would not be possible. We want to ensure you feel supported in delivering the best experience for your members. Therefore, we will provide you with induction training and time to test out the online hub and tools in January 2025 so that you are ready to hit the ground running. The following is a draft timeline to indicate the key commitments involved for hosts.

Engagement/Event	Dates*
Host Induction Step 1 (Confirm Hosts - Asynchronous)	Before Jan 23
Confirm live session dates (Asynchronous)	Before Jan 23
Live Training Call 1 (Live Session Essentials – 90mins)	Jan 21

# PeerSphere

Community Prep & Planning (Asynchronous)	Jan 21-Feb 14
Members start joining Community hubs on Peer-Sphere.com	Jan 24
Pre-Session 1 Logistics Call (20mins)	Feb 10 – Feb 14
Live Sessions 1 (90mins)	Feb 18 – Feb 20
Live Sessions 2 (90mins)	Mar 04 – Mar 06
Live Sessions 3 (90mins)	Mar 18 – Mar 20
Live Sessions 4 (90mins)	Apr 22 – Apr 24
End of Year Celebration (60mins)	TBC

*\*Dates are subject to change and will be confirmed at least a month in advance.*

To assist you in understanding the needs of your community members, as well as their level of experience, we share a short survey with all members as they join your community.

## **PeerSphere’s responsibilities include:**

Included as part of PeerSphere’s responsibilities related to this MOU are all coordination activities related to promotion, registration and member communication. PeerSphere will provide access to video conferencing tools and administration, video editing and content curation support, as well as a hub for hosting discussions and resources. Additionally, PeerSphere will provide hosts with an induction and ongoing support in their role. This will include tools for engaging members on our hub and support in moderating discussions. If you experience any problems hosting your community please report them to Ewen Bailey ([ewen@peer-sphere.com](mailto:ewen@peer-sphere.com)).

## **Benefits:**

Each co-host will receive:

- Facilitation training and ongoing support
- Access to the Cognita Hosts Community
- Recognition as a pioneering host of Cognita’s peer learning communities

# PeerSphere

If you want to use any licensed content, which upon activation by a Community Member will incur a non-refundable fee, please disclose the details to Ewen Bailey ASAP. We generally do not encourage this.

If the conditions of this MOU meet with your approval, please confirm by completing Q2 of the [PeerSphere Host Induction Survey](#).

Direct any questions you have about the MOU to [ewen@peer-sphere.com](mailto:ewen@peer-sphere.com)

---

## Coordinator

Name: Ewen Bailey  
Position: Co-Founder  
Date: 15/01/2025

